



**TIDWORTH TOWN COUNCIL**  
**Community Services Meeting**  
**FEBRUARY 2025**

Minutes from the Community Services Committee meeting held on **11<sup>TH</sup> February 2025 at 7pm.**

<p><b>Attended:</b>          Councillors: P Hedge (PH) – Chair, H Jones (HJ), A Birch (AB),           A Nicholls (AN) - Admin           In Attendance          Steve Slater (SS) Facilities Manager          Cllr C Webb (CW)          Cllr L Coleman (LC)</p>		<p>25/020S <b>1. Apologies:</b> Cllr S Musikavanhu  <b>Absent:</b> Cllrs M Anim, D Kofitia, <i>Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.</i></p>
Item	Agenda Item	Action By
25/021S	<p><b>2. Declaration of Interest. None</b>  <i>(Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).</i></p>	
25/022S	<p><b>3. Minutes from the Meeting held on 14<sup>th</sup> January 2025</b> were read out at the February 2025 Full Town Council meeting.</p>	
25/023S	<p><b>4. Civic Centre</b></p> <ul style="list-style-type: none"> <li>• <b>FM Update</b>              FM raised the issue with the <b>patio lighting</b> and the Committee explained this is “in hand” with the original project manager and contractor.               PH proposed AN to get quotes for slimline <b>shelving</b> to house Councillor and Staff photos in Reception, seconded by HJ, carried.</li> <li>• <b>HJ proposed to pay Amazon £169.75 +Vat, for an 8-tread fibreglass, step ladder, seconded by PH, carried.</b></li> <li>• <b>Additional Tilt Tables</b> – After several events pinching tables from rooms to accommodate more bookings. <b>HJ proposed to pay £2530 + Vat for 6 tilt tables from Elm, seconded by PH, carried.</b></li> <li>• <b>Projector</b> – After recent bookings there is a requirement for a third projector. <b>PH proposed to pay up to £500 for another projector, seconded by HJ, carried.</b></li> <li>• <b>Grounds Maintenance – Police Side</b>              The Police are discussing adding their element of grounds maintenance to their own, already vetted, contractors.</li> </ul>	<p>AN</p> <p>AN</p> <p>AN</p> <p>AN</p>

	<ul style="list-style-type: none"> <li>• <b>Flagpole</b> - The Committee agreed to refer the decision whether to purchase a flagpole, flags and associated fixings to the Full Town Council (FTC), at their next meeting March.</li> <li>• <b>Riverbank Fencing</b> – quotes were discussed. PH proposed to pay Josh Harris £1185.00 for a wire and post, including a gate to access the riverbank, seconded by HJ, carried.</li> <li>• <b>Tedworth Hall Steel Wire Rail for Events Decorating.</b> The Committee reviewed the quotes. PH proposed to pay Willmont Building £1995 + Vat to install a steel wire rail around Tedworth Hall, seconded by HJ, carried.</li> <li>• <b>Perham A&amp;B Sound Boards</b> – The tiles have arrived and waiting for installation by FM.</li> </ul>	Town Clerk  AN  AN  FM
25/024S	<p><b>5. Grounds Maintenance</b></p> <ul style="list-style-type: none"> <li>• <b>Station Road Hanging Baskets.</b> AN provided pictures and prices for hanging baskets to replace the old ones. HJ proposed 2 sets of 2, Primrose Premium baskets with artificial flowers and 4 BoWawa Baskets with artificial flowers, costing £229.58, seconded by PH, carried.</li> <li>• <b>Additional Bins around Tidworth</b> – A resident has requested more bins around the Wavell Road area, which is MoD land. As always there are extra costs involved not just with the purchase of bins but also the collection/emptying. AN is tasked with finding out if Wiltshire will empty additional bins, if bought by the Council and/or MoD.</li> </ul>	AN  AN
25/025S	<p><b>6. Local Highways &amp; Footpaths Improvement Group (LHFIG)</b></p> <p><b>1. Requests for the Parish Steward</b> – Next Visit 17 &amp; 18 March 2025 Potholes noted were: Wylve Road – Close to the Junior School Entrance.</p> <p>My Wiltshire App: Saxon Court, Wylve Road, Street Light not working.</p> <ul style="list-style-type: none"> <li>• <b>Discretionary Gully Service</b> The following areas will be submitted for action: <ol style="list-style-type: none"> <li>1. Main A338 Road</li> <li>2. Wylve Road, near junction for Civic Centre towards Ordnance Road</li> <li>3. Kennet Road, near junction with Forest Drive</li> <li>4. Ludgershall Road, from junction with Pennings Road up to Manor Bridge Court.</li> <li>5. Broom Stone Bottom.</li> </ol> </li> </ul> <p><b>2. Next LHFIG 26 February 2025 - Footpath Repairs/Improvements</b></p> <ul style="list-style-type: none"> <li>• <b>Taxi Rank conversion to Short Term Parking.</b> The request has been</li> </ul>	All Cllrs  AN  AN  AN

	<p>submitted and will be discussed at the next LHFIG meeting. However, this has a separate Order for the taxi spaces within the overall Legal Order. This will require an amendment to the order which involves a cost, as well as implementation costs.</p> <ul style="list-style-type: none"> <li>• <b>Wylye Rd Day Care Centre footpath to the Rd</b> – “Legals” with the landowner DIO, still being sorted.</li> <li>• <b>Fencing along Manor Bridge Court</b> – Highways Engineer is escalating old requests.</li> </ul> <p><b>3. Traffic Survey Requests</b> - None</p> <p><b>4.</b> There were no new “waiting restrictions” requests.</p>	<p>In Hand</p> <p>In Hand</p>
25/026S	<p><b>7. War Memorial</b></p> <ul style="list-style-type: none"> <li>• It has been established that War Memorial lights are not the cause of the café patio lights not working, so Liston has attended and is dealing with.</li> </ul>	In Hand
25/027S	<p><b>8. River Bourne Corridor Update.</b></p> <ul style="list-style-type: none"> <li>• The “<b>Flood Warning</b>” signs have been re-installed, but already one post has been “twisted”. PH has straightened this out.</li> <li>• It has been reported that a <b>dead tree</b> has toppled over, and a large branch has broken off. The Committee agreed that this is not posing an issue as it is on the meadows’ land itself. It should remain where it is and good as a natural habitat.</li> <li>• PH stated there was a lot of litter along the edge of the Corridor, ie along Kelk Crescent towards the junction with Shepperd Street. AN to ask Engagements to add to next litter pick.</li> </ul>	AN
25/028S	<p><b>9. Skatepark</b></p> <ul style="list-style-type: none"> <li>• <b>Barrier</b> – in hand with WC.</li> </ul>	
25/029S	<p><b>10. Playparks</b>  <b>Elite Playpark Quarterly Inspections took place February 2025</b></p> <ul style="list-style-type: none"> <li>• <b>Connolly Way</b> – the chain link on the cradle swing needs to be replaced.</li> <li>• <b>Wardens Weekly Reports:</b>  <b>Connolly Way and Shepperd Street – Cut of External area around parks</b>  PH proposed to pay Gavin Jones £777.70 + Vat, for 14 cuts throughout the year, seconded by AB, carried.</li> <li>• <b>Connolly Way</b> PH proposed to pay Gavin Jones £158.68 + Vat to supply, lay turf, compact and back fill with screened soil to reform levels, at the Lower and Back Gates, seconded by HJ, carried.</li> </ul>	<p>AN/Elite</p> <p>AN/Gavin Jones</p> <p>AN/Gavin Jones</p>

	<p><b>Connolly Way</b> – No issues</p> <p><b>Shepperd Street</b> – No issues</p> <p><b>Beech Hill Road</b> – No Issues</p> <p><b>Zouch Farm Road</b> – No Issues</p> <p><b>Thompson Road</b> – No Issues</p> <p><b>George Vi Road</b> – Repair to the gate closing device is required. The ground at the goalmouth has eroded, AN to get Gavin Jones to assess.</p>	<p>AN AN/Gavin Jones</p>										
<p>25/030S</p>	<p><b>11. Cemetery</b></p> <ul style="list-style-type: none"> <li>• <b>Bench</b> – Deferred to the new financial year.</li> <li>• <b>Terms and Conditions</b> (Rules) were reviewed and remain the same.</li> </ul> <p><b>Review of Fees</b> the Committee agreed to keep the “No Charge” fees the same but raise other fees by 10%. PH proposed raising fees by 10% but keeping the “No Charge” fees the same, seconded by AB and carried.</p> <p><b>Management Fee</b></p> <table border="1" data-bbox="379 1048 1235 1281"> <tr> <td>The body of a child whose age at the time of death exceeded 12 months old but did not exceed 16 years.</td> <td>No Change - £60.00</td> </tr> <tr> <td>The body of a person whose age at the time of death exceeded 16 years</td> <td>£275.00</td> </tr> <tr> <td>Interment of Ashes</td> <td>£110.00</td> </tr> </table> <p><b>Monuments &amp; Incriptions</b></p> <table border="1" data-bbox="379 1355 1235 1632"> <tr> <td>A headstone not exceeding 36 inches (91cm) in height by 24 inches (61cm) in width.</td> <td>£110.00</td> </tr> <tr> <td>Interment Name plates must not exceed 15 inches (38cm) square with any vase incorporated within this. If there is a headstone it is to be no more than 15 inches (38cm) in height.</td> <td>£110.00</td> </tr> </table> <p><b>Mortuary Chapel</b> – No Issues</p>	The body of a child whose age at the time of death exceeded 12 months old but did not exceed 16 years.	No Change - £60.00	The body of a person whose age at the time of death exceeded 16 years	£275.00	Interment of Ashes	£110.00	A headstone not exceeding 36 inches (91cm) in height by 24 inches (61cm) in width.	£110.00	Interment Name plates must not exceed 15 inches (38cm) square with any vase incorporated within this. If there is a headstone it is to be no more than 15 inches (38cm) in height.	£110.00	<p>AN</p> <p>AN</p>
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<p>25/031S</p>	<p><b>12. Christmas Lights – Lampposts and Tree</b></p> <ul style="list-style-type: none"> <li>• AN to attain quotes for a new 3-year or 4-year contract. To provide pictures and prices. Some catalogues have been received but not fully circulated.</li> <li>• There is no update for the sockets’ installation work along Pennings Road.</li> </ul>	<p>AN</p>										

25/032S	<b>13. Winter Preparations</b> <ul style="list-style-type: none"> <li>• PH stated the river is high.</li> <li>• Working Group – no date set.</li> </ul>	
25/033S	<b>14. Emergency Contract Hub – Community Resilience.</b> <ul style="list-style-type: none"> <li>• PH explained a Resilience meeting had taken place on 22 January 2025 with Wiltshire Council. The Civic Centre is to be used as an Emergency Hub, as a “go to” for information including shelter if required in times of a disastrous event that affects Tidworth and Perham Down.</li> <li>• More discussion is required and potential supplies sought in readiness.</li> </ul>	
25/034S	<b>15. Defibrillator</b> <ul style="list-style-type: none"> <li>• <b>Additional Defibrillators</b> Due to time constraints discussion was deferred to the next meeting.</li> </ul>	
25/035S	<b>16. Asset Register</b> <ul style="list-style-type: none"> <li>• Reviewed annually Mar – Apr</li> </ul>	
25/036S	<b>17. Training</b> <ul style="list-style-type: none"> <li>• No training has been identified yet.</li> </ul>	
25/037S	<b>18. Budget</b> <ul style="list-style-type: none"> <li>• The budget was circulated. PH made the following observations:  <u>Civic Centre</u> £1277 to be transferred from Rates and Water (4011-301) to Janitorial (4016-301) to cover an overspend.  It is to be noted that with 2 months to go for Janitorial expenditure, that a further £10k will be required. This can also be transferred from Rates and Water.  <u>Leisure and Recreation</u> Repairs and Maintenance (404-201) has a large surplus which may be required for the additional lamp post sockets to the value of £6k. This has been recommended by the Engagements Committee at their December Meeting 24/185E and ratified at the January 2025 Full Town Council Meeting 25/007S  Recommendations will be made at the March Services Meeting on 11<sup>th</sup> March.</li> </ul>	Town Clerk
25/038S	<b>19. Correspondence/Updates</b> <ul style="list-style-type: none"> <li>• None.</li> </ul>	

25/039S	<b>20. Date of Next Meeting</b> <ul style="list-style-type: none"><li>The next meeting will take place on Tuesday 11<sup>th</sup> March 2025. <b>All agenda items to the Town Clerk 7 working days prior to the Meeting</b></li></ul>	All
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There being no further business to discuss, the meeting closed at 9.10pm.

DRAFT